


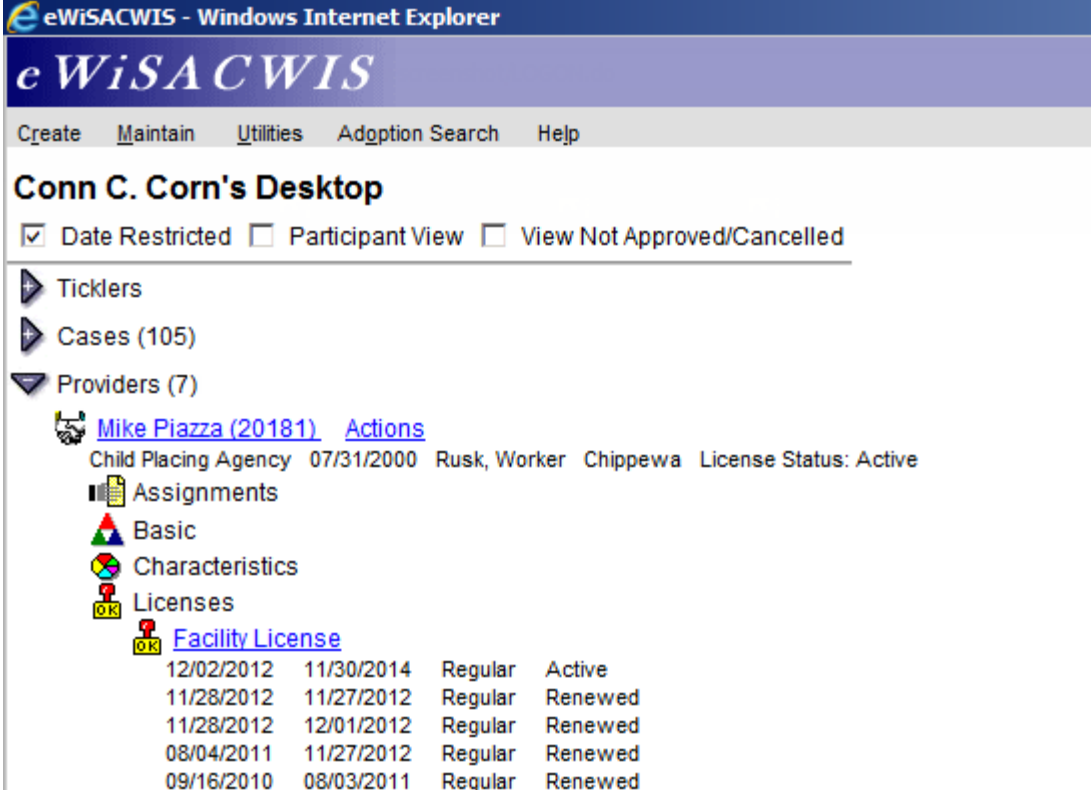


Documenting a Facility Site Visit

Note: In order to document a facility site visit, an assignment to the provider is required.

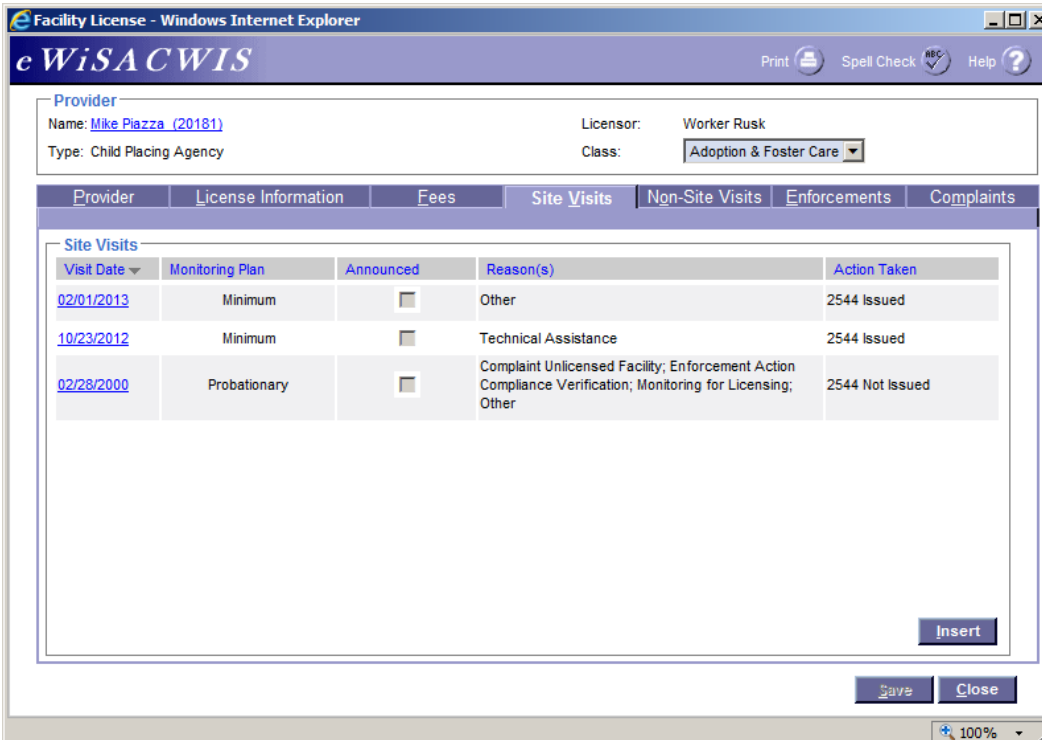
1. From your desktop, click on the  Providers expando. Click on the  icon for the appropriate provider record. Click on the  Licenses icon and then click the [Facility License](#) hyperlink to open the Facility License page.



The screenshot shows the eWiSACWIS application in a Windows Internet Explorer window. The page title is "eWiSACWIS". The navigation bar includes links: Create, Maintain, Utilities, Adoption Search, and Help. The user is logged in as "Conn C. Corn's Desktop". There are checkboxes for "Date Restricted", "Participant View", and "View Not Approved/Cancelled". The left sidebar shows a tree view with "Providers (7)" expanded, showing "Mike Piazza (20181)" with a "Facility License" link. The main content area shows the "Facility License" details for Mike Piazza (20181), including "Child Placing Agency", "07/31/2000", "Rusk, Worker", "Chippewa", and "License Status: Active". Below this is a table of license renewals.

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken
12/02/2012	Minimum	<input type="checkbox"/>	Other	2544 Issued
11/28/2012	Minimum	<input type="checkbox"/>	Technical Assistance	2544 Issued
11/28/2012	Minimum	<input type="checkbox"/>	Complaint Unlicensed Facility; Enforcement Action	2544 Not Issued
08/04/2011	Probationary	<input type="checkbox"/>	Compliance Verification; Monitoring for Licensing; Other	
09/16/2010				

2. Click on the Site Visits tab. Click the Insert button. This will open the Site Visit page.



The screenshot shows the eWiSACWIS application in a Windows Internet Explorer window. The page title is "eWiSACWIS". The navigation bar includes links: Print, Spell Check, and Help. The user is logged in as "Conn C. Corn's Desktop". The left sidebar shows a tree view with "Providers (7)" expanded, showing "Mike Piazza (20181)" with a "Facility License" link. The main content area shows the "Facility License" details for Mike Piazza (20181), including "Child Placing Agency", "07/31/2000", "Rusk, Worker", "Chippewa", and "License Status: Active". Below this is a table of license renewals.

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken
02/01/2013	Minimum	<input type="checkbox"/>	Other	2544 Issued
10/23/2012	Minimum	<input type="checkbox"/>	Technical Assistance	2544 Issued
02/28/2000	Probationary	<input type="checkbox"/>	Complaint Unlicensed Facility; Enforcement Action	2544 Not Issued
			Compliance Verification; Monitoring for Licensing; Other	

3. The Licensor Making Site Visit will default to the primary licensing worker (Licensor). If someone other than the primary licensor conducted the visit, select the [Search](#) hyperlink to search for the appropriate worker.

Site Visit -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider
Name: [Mike Piazza \(20181\)](#) Type: Child Placing Agency Licensor: Worker Rusk

Site Visit Information
Licensor Making Site Visit: Worker Rusk [Search](#) Action:
Visit Date: 00/00/0000 Next Visit Date: 00/00/0000
Visit Reason(s): [Select](#) Next Visit Reason:
Monitoring Plan:
Announced: ☐ Correction Plan Received: 00/00/0000
Complaint ID(s) [Select](#) Enforcement ID(s) [Select](#)
Comments:
[More...](#) [Less...](#) [Default](#)

Options: [Go](#) [Save](#) [Close](#)

Worker Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Search Criteria
Last Name: cake First Name: caitlin Worker ID:
Employee ID: County: Site #:
Search Precision: Low Med High Sort By: Alpha [Search](#)
Record 1 to 1 of 1

Workers Returned
 Cake, Caitlin M. (10173) Active
Intake Supervisor: (123)456-7890 caitlin.cake@wisconsin.gov Milwaukee-Admin, Milwaukee COUNTY Frank Fox
Cases:421, Providers:170

[Continue](#) [Close](#)

4. Enter the Visit Date. After a date is entered, the Visit Reason(s) page will open.

Site Visit -- Webpage Dialog

eWiSACWIS TM Print Spell Check ABC Help ?

Provider

Name: [Mike Piazza \(20181\)](#) Type: Child Placing Agency Licensor: Worker Rusk

Site Visit Information

Licensor Making Site Visit: Caitlin M. Cake [Search](#) Action:

Visit Date: Next Visit Date:

Visit Reason(s): [Select](#) Next Visit Reason:

Correction Plan Received:

Monitoring Plan:

Announced: ☐

Complaint ID(s) [Select](#) Enforcement ID(s) [Select](#)

Comments:

[More...](#) [Less...](#) [Default](#)

Options: [Go](#) [Save](#) [Close](#)

5. Select the appropriate check boxes for the visit reason(s). Click Continue.

Visit Reason(s) -- Webpage Dialog

eWiSACWIS Print Spell Check ABC Help ?

Visit Reason(s)

Check All That Apply

- ☐ Complaint Licensed Facility
- ☐ Complaint Unlicensed Facility
- ☐ Enforcement Action Compliance Verification
- ☐ Initial Licensing Study
- ☐ Last Visit Attempt - No Access
- ☐ License Amendment
- ☐ Monitoring for Licensing
- ☐ Other
- ☐ Pre-Licensing Technical Assistance
- ☐ Serious Incident Report
- ☒ Technical Assistance
- ☐ Verification of 2544

[Continue](#) [Close](#)

6. Select the appropriate Monitoring Plan. If the visit was announced, select the Announced check box. Select the Action. Document the Next Visit Date and Next Visit Reason.

Site Visit -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider
Name: [Mike Piazza \(20181\)](#) Type: Child Placing Agency Licensors: Worker Rusk

Site Visit Information
Licensors Making Site Visit: Caitlin M. Cake
Visit Date: 10/10/2013
Visit Reason(s): Technical Assistance
Monitoring Plan: Minimum
Announced: ☐
Noncompliance Issue Date: 00/00/0000
Comments:
[More...](#) [Less...](#) [Default](#)

Rule Violation(s)
Date Correction Plan Due: 00/00/0000
Rule Violation Code:
Rule Previously Cited On: Not previously cited in the past two years
Comments:
Options:
[Go](#) [Save](#) [Close](#)

Action: 2544 Issued
Next Visit Date: 12/18/2013
Next Visit Reason: Monitoring for Licensing
Correction Plan Received: 00/00/0000
Complaint ID(s): [Select](#)
Enforcement ID(s): [Select](#)

7. If the visit is associated with a documented complaint, click the [Select](#) hyperlink in the Complaint ID(s) group box. This will open the Complaint ID(s) page.

8. On the Complaint ID(s) page, select the check box next to the associated complaint(s) and click Continue.

	ID	Date	Description
<input type="checkbox"/>	8000160	10/01/2013	received an anonymous phone call from concerned neighbor that children are being

9. If the visit is associated with a documented enforcement, click the [Select](#) hyperlink in the Enforcement ID(s) group box. This will open the Enforcement ID(s) page.

Site Visit Information

Licensor Making Site Visit: Caitlin M. Cake

Visit Date: 10/10/2013

Visit Reason(s): Technical Assistance

Monitoring Plan: Minimum

Announced: ☐

Noncompliance Issue Date: 00/00/0000

Comments:

Action: 2544 Issued

Next Visit Date: 12/18/2013

Next Visit Reason: Monitoring for Licensing

Correction Plan Received: 00/00/0000

Complaint ID(s) Select

Enforcement ID(s) Select

Rule Violation(s)

Date Correction Plan Due: 00/00/0000

Rule Violation Code: [dropdown]

Rule Previously Cited On: Not previously cited in the past two years

Comments:

Options: [dropdown] Go

Save Close

10. On the Enforcement ID(s) page, select the check box next to the associated enforcement(s) and click Continue.

	ID	Date	Description
<input checked="" type="checkbox"/>	8000100	07/09/2012	Cost Report not submitted

11. Enter any comments in the Comments field.

Comments: enter any applicable comments here...

12. If the Action = 2544 Issued or No Access – 2544 Issued (a Noncompliance Statement and Correction Plan is issued for the Site Visit), the Rule Violation(s) group box will be added to the bottom of the page. Enter the Noncompliance Issue Date. Enter the Date Correction Plan Due. If the Noncompliance Statement and Correction Plan is an attachment to another document, select the Attachment checkbox.

Select the appropriate Rule Violation Code. Document the number of occurrences for this noncompliance as it relates to that rule violation code. The Rule Previously Cited on will identify either “Not previously cited in the past two years” or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. Clicking on the date hyperlink will open the associated Site Visit page or Noncompliance Statement and Correction Plan (those not associated with a site visit) page. Document any comments. Document the Correction Plan.

If the provider is a Child Placing Agency and the Rule Violation Code is 54.01(3m), an additional box will appear. Document the Violation Code, the Occurrences, and the Comments. The Previously Cited will identify either “Not previously cited in the past two years” or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. The Previously Cited field can be updated.

The screenshot shows the 'eWiSACWIS' Site Visit -- Webpage Dialog. The form is divided into several sections:

- Provider Section:** Includes fields for Name (Mike Piazza (20181)), Type (Child Placing Agency), and Licensor (Worker Rusk). It also has a Noncompliance Issue Date (10/11/2013) and a Comments box with a placeholder 'enter any applicable comments here...'. Links for 'More...', 'Less...', and 'Default' are provided.
- Rule Violation(s) Section:** Contains a Date Correction Plan Due (10/31/2013) and an Attachment checkbox. The Rule Violation Code is set to '54.01(3m) COMPLIANCE WITH APPLICABLE RULES & LAWS'. Occurrences are set to '1' (Violation 1 of 1), with a 'Delete' link. The Rule Previously Cited On is '10/23/2012'. There is a large Comments box and a Correction Plan text area. Links for 'More...', 'Less...', and 'Default' are present.
- Expected Completion Date:** Set to '00/00/0000'.
- Verification Date:** Set to '00/00/0000'.
- Violation Details Section:** A sub-form for 'Row 1 of 1' with fields for Violation Code, Occurrences, Previously Cited, and Comments. It includes 'More...', 'Less...', and 'Default' links and an 'Insert' button.
- Footer:** Includes an Options dropdown, a 'Go' button, and 'Save' and 'Close' buttons.

If “Other” is selected as the Violation Code for the 54.01(3m) violation, an “Other Code” field will appear. This will allow you to document a code that is not a DCF 56 code.

Rule Violation(s)

Date Correction Plan Due: ☐ Attachment

Rule Violation Code: Occurrences: Violation 1 of 1 [Delete](#)

Rule Previously Cited On: [10/23/2012](#)

Comments:

1. Documentation that Adoptive Parents 1 and 2 had written approval to combine care of foster children with conducting business within the home (dog grooming) was not observed in the file.
2. Observed that Information for Foster Parents Part A was not signed by Adoptive Parents 1 and 2. Refer to DCF 37.

[More...](#) [Less...](#) [Default](#)

Correction Plan:

Expected Completion Date: Verification Date:

Violation Code: Occurrences: Row 1 of 2 [Delete](#)

Other Code:

Previously Cited:

Not previously cited in the past two years

Comments:

additional comments entered here

[More...](#) [Less...](#) [Default](#)

Violation Code: Occurrences: Row 2 of 2 [Delete](#)

Previously Cited:

10/23/2012;

Comments:

13. If additional rule violations need to be documented, click the Insert button.

14. Once all rule violations have been documented, click Save. Under Options, select Noncompliance Statement and Correction Plan and click Go. This will open the Noncompliance Statement and Correction Plan template.

Note: Once a Site Visit has been saved, a Made in Error checkbox appears at the top of the page. See the section at the end of this guide on how to make a site visit in error.

Site Visit -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider
Name: [Mike Piazza \(20181\)](#) Type: Child Placing Agency Licensor: Worker Rusk

Site Visit Information
Licensor Making Site Visit: Caitlin M. Cake [Search](#) Action: 2544 Issued ☐ Made in Error
Visit Date: 10/10/2013 Next Visit Date: 12/18/2013
Visit Reason(s): Technical Assistance [Select](#) Next Visit Reason: Monitoring for Licensing
Correction Plan Received: 00/00/0000
Monitoring Plan: Minimum
Announced: ☐
Complaint ID(s) [Select](#) Enforcement ID(s) 8000100 [Select](#)
Noncompliance Issue Date: 10/11/2013
Comments: enter any applicable comments here...
[More...](#) [Less...](#) [Default](#)

Rule Violation(s)
Date Correction Plan Due: 10/31/2013 ☐ Attachment
Rule Violation Code: 54.01(3m) COMPLIANCE WITH APPLICABLE RULES & LAWS Occurrences: 1 Violation 1 of 1 [Delete](#)
Rule Previously Cited On: 10/23/2012
Comments: 1. Documentation that Adoptive Parents 1 and 2 had written approval to combine care of foster children with conducting business within the home (dog grooming) was not observed in the file.
2. Observed that Information for Foster Parents Part A was not signed by Adoptive Parents 1 and 2. Refer to DCF 37.
[More...](#) [Less...](#) [Default](#)
Correction Plan:
Expected Completion Date: 00/00/0000 Verification Date: 00/00/0000
Violation Code: 56.09(2)(a) SUPERVISION OF CHILDRE Occurrences: 1 Row 1 of 2 [Delete](#)
Previously Cited: 10/23/2012;
[More...](#) [Less...](#) [Default](#)

Options: [Text](#)
Compliance Statement
Noncompliance Statement and Correction Plan

[Save](#) [Close](#)

15. Select File > Print to print the template. Once the template has been printed, click the Close and Return to eWiSACWIS button.

9234096.0.rtf [Compatibility Mode] - Microsoft Word

File eWiSACWIS

Print Copy Cut Paste Zoom Spell Check Copy From Close and Return to eWiSACWIS

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence

Date Correction Plan Due: 10/31/2013

Child Welfare Noncompliance Statement and Correction Plan

TO FILE A COMPLAINT CALL: (608) 267-7932

Use of form: This form is used by the Bureau of Permanence and Out-of-Home Care staff to identify statute and / or administrative rule violation(s) and to outline the licensee's correction plan.

Instructions: The Noncompliance Statement below identifies the violation(s) of the child welfare statute and / or administrative rule identified by the licensing specialist(s). Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your licensing specialist for approval and retain a copy. If this is a group home facility, post your copy of the Noncompliance Statement and Correction Plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights to an administrative hearing. The dates listed in the third column under "Date(s) Rule Previously Cited On (If Applicable)," will only display dates from the past two years. Date(s) rule previously cited on is defined by the "Date 2544 Issued."

Name - Facility: Mike Piazza

Provider ID Number: 20181

Address - Facility (Street, City, State, Zip Code): 123 Test, Allouez, WI 54301

Telephone Number: (920)555-1212

Site Visit Date: 10/10/2013

Date 2544 Issued: 10/11/2013

Item No.	Rule / Statute Number Noncompliance Statement	Date(s) Rule Previously Cited On (If Applicable)	Correction Plan	Expected Completion Date	Verification Date
1.	\$4.01(3m) COMPLIANCE WITH APPLICABLE RULES & LAWS 1. Documentation that Adoptive Parents 1 and 2 had written approval to combine care of foster children with conducting business within the home (dog grooming) was not observed in the file. 2. Observed that Information for Foster Parents Part A was not signed by Adoptive Parents 1 and 2. Refer to DCF 3.7.	10/23/2012			
2.	\$6.09(2)(a) SUPERVISION OF CHILDREN, more info on this documented here...	10/23/2012			
3.	DCF37 additional comments entered here	Not previously cited in the			

16. If a 2544 was not issued, select Compliance Statement from the Options drop-down and click Go.

Site Visit -- Webpage Dialog

eWiSACWIS

TM Print Spell Check Help

Provider Name: Mike Piazza (20181) Type: Child Placing Agency Licensor: Worker Rusk

Site Visit Information

Licensors Making Site Visit: Caitlin M. Cake Search Action: 2544 Not Issued

Visit Date: 10/10/2013 Next Visit Date: 12/18/2013

Visit Reason(s): Technical Assistance Select Next Visit Reason: Monitoring for Licensing

Correction Plan Received: 00/00/0000

Monitoring Plan: Minimum

Announced: ☐

Complaint ID(s) Select Enforcement ID(s) Select

Comments:

More... Less... Default

Options: Text Compliance Statement Noncompliance Statement and Correction Plan

Save Close

- After you have completed the form, select File > Print to print the template. Once the template has been printed, click the Close and Return to eWiSACWIS button.

9234097.0.rtf [Compatibility Mode] - Microsoft Word

File eWiSACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

Compliance Statement – Child Welfare

RETURN BY: TO FILE A COMPLAINT CALL: (608)267-7932

Use of form: This form is used by the Child Welfare Licensing Section staff to indicate to child welfare programs that there were no noncompliances observed at the licensing visit. Completion of this form meets the requirements of Wis. Stat. 48. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: The licensing specialist checks the administrative code areas where no rule violations were observed. The licensing specialist may also reference the administrative code number(s) that were monitored. The licensee shall return the original signed copy to the licensing specialist by the date entered above.

Name – Facility Mike Piazza	Address – Facility (Street, City, State, Zip Code) 123 Test, Allouez, WI 54301	Telephone Number (920)555-1212	Date – Licensing Visit 10/10/2013
---------------------------------------	--	--	---

NO ADMINISTRATIVE CODE VIOLATIONS WERE OBSERVED ON THIS LICENSING VISIT.

The following checked items indicate the topic areas of the administrative code that were monitored on this visit.

<input type="checkbox"/> Terms of License / Administration	<input type="checkbox"/> Physical Plant	<input type="checkbox"/> Other
<input type="checkbox"/> Personnel	<input type="checkbox"/> Disaster Plan	<input type="checkbox"/> Additional Comments
<input type="checkbox"/> Children's Records	<input type="checkbox"/> Transportation / Vehicles	
<input type="checkbox"/> Medication / Records	<input type="checkbox"/> Fire Safety	
<input type="checkbox"/> Resident Rights	<input type="checkbox"/> Menus	
<input type="checkbox"/> Programming / Daily Activities	<input type="checkbox"/> Care of Children 6 Years of Age or Younger	
<input type="checkbox"/> Resident Care	<input type="checkbox"/> Respite Care	
<input type="checkbox"/> Behavior Management / House Rules	<input type="checkbox"/> Short-Term / Type 2	

Name – Licensing Specialist (Type / Print) Caitlin M. Cake	SIGNATURE – Licensing Specialist	Telephone Number (123)456-7890Ext 1234	Date Signed (mm/dd/yyyy)
SIGNATURE – Licensee or Designee		Date Signed (mm/dd/yyyy)	

Distribution: Original – Licensing Specialist Copy – Licensee
DCF-F-CFS0785A-E (R. 05/2012)

Page: 1 of 2 Words: 280 eWiSACWIS - Windows Internet Explorer 100%

18. Back on the Site Visit page, click Close. This will return you to the Facility License page.

The screenshot shows a web browser window titled "Facility License - Windows Internet Explorer". The page header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "Help", and a "Help" icon. The main content area is divided into sections for "Provider" information and a tabbed interface.

Provider Information:

- Name: [Mike Piazza \(20181\)](#)
- Type: Child Placing Agency
- Licenser: Worker Rusk
- Class: Adoption & Foster Care

Navigation Tabs: Provider, License Information, Fees, **Site Visits**, Non-Site Visits, Enforcements, Complaints

Site Visits Table:




Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken
10/10/2013	Minimum	<input type="checkbox"/>	Technical Assistance	2544 Issued
02/01/2013	Minimum	<input type="checkbox"/>	Other	2544 Issued
10/23/2012	Minimum	<input type="checkbox"/>	Technical Assistance	2544 Issued
02/28/2000	Probationary	<input type="checkbox"/>	Complaint Unlicensed Facility; Enforcement Action Compliance Verification; Monitoring for Licensing; Other	2544 Not Issued

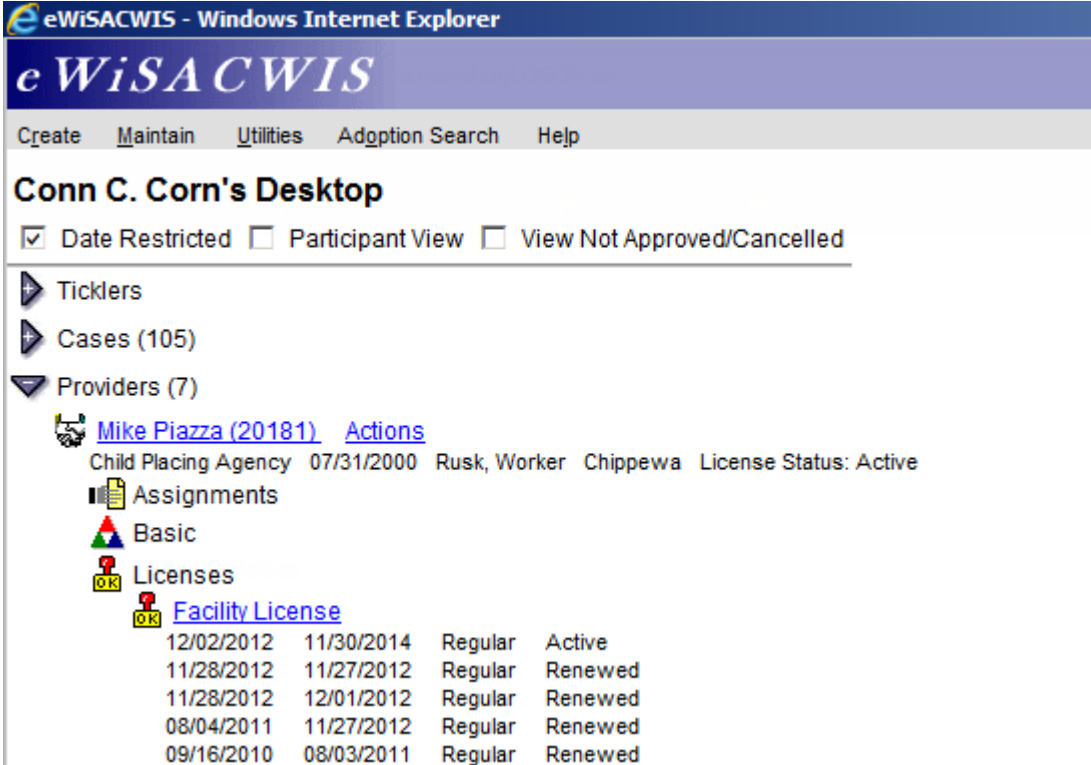
Buttons: Insert, Save, Close

Note: If a Noncompliance Statement and Correction Plan is issued to a provider that is not associated with a site visit, document the Noncompliance Statement and Correction Plan via the Non-Site Visits tab.

Making a Site Visit in Error

Once a site visit has been saved, a Made in Error checkbox appears on the Site Visit page.

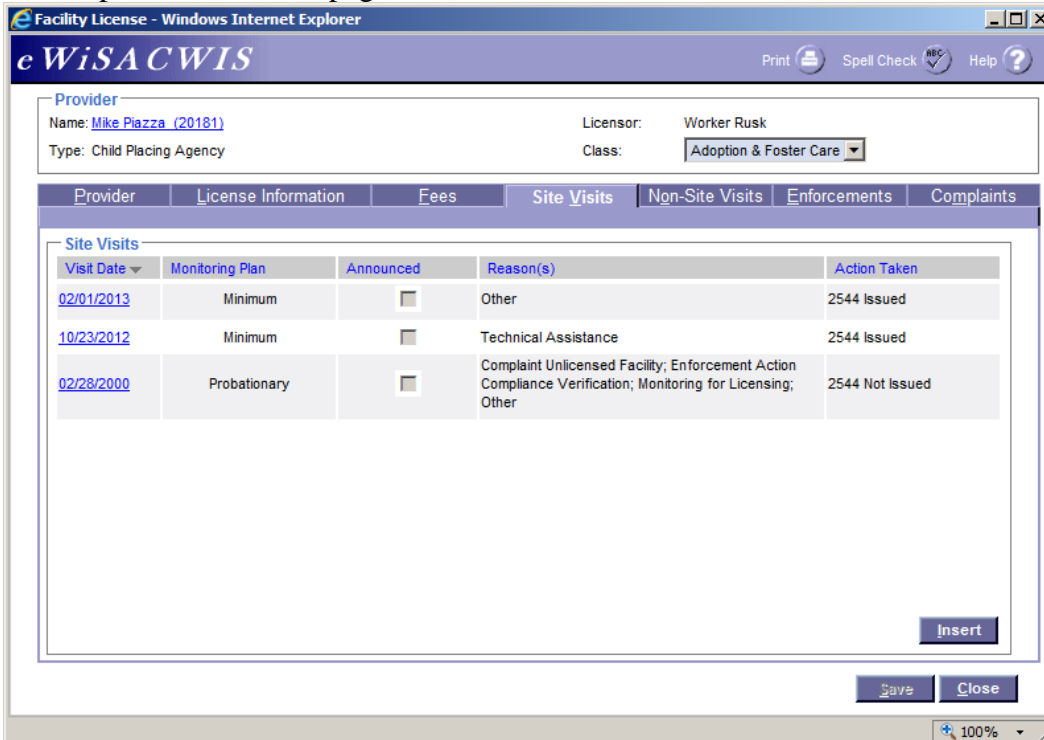
1. To make the site visit in error, access the appropriate site visit. From the desktop, click on the  Providers expando. Click on the  icon for the appropriate provider record. Click on the  Licenses icon and then click the [Facility License](#) hyperlink to open the Facility License page.



The screenshot shows the eWiSACWIS desktop interface in a Windows Internet Explorer browser. The desktop is titled "Conn C. Corn's Desktop" and includes navigation tabs: Create, Maintain, Utilities, Adoption Search, and Help. A sidebar on the left contains expandable sections: Ticklers, Cases (105), and Providers (7). Under Providers, the user has selected Mike Piazza (20181), leading to a page with links for Actions, Assignments, Basic, and Licenses. The Licenses section is expanded, showing a table of license records.

Start Date	End Date	License Type	Status
12/02/2012	11/30/2014	Regular	Active
11/28/2012	11/27/2012	Regular	Renewed
11/28/2012	12/01/2012	Regular	Renewed
08/04/2011	11/27/2012	Regular	Renewed
09/16/2010	08/03/2011	Regular	Renewed

2. Click on the Site Visits tab. Click the date hyperlink for the site visit you would like to make in error. This will open the Site Visit page.



The screenshot shows the "Facility License" page for Mike Piazza (20181) in the eWiSACWIS system. The page includes fields for Provider Name, Licensors, and Class. Below these are tabs for Provider, License Information, Fees, Site Visits, Non-Site Visits, Enforcements, and Complaints. The Site Visits tab is active, displaying a table of site visits with columns for Visit Date, Monitoring Plan, Announced, Reason(s), and Action Taken.

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken
02/01/2013	Minimum	<input type="checkbox"/>	Other	2544 Issued
10/23/2012	Minimum	<input type="checkbox"/>	Technical Assistance	2544 Issued
02/28/2000	Probationary	<input type="checkbox"/>	Complaint Unlicensed Facility; Enforcement Action Compliance Verification; Monitoring for Licensing; Other	2544 Not Issued

Buttons at the bottom include Insert, Save, and Close.

3. On the Site Visit page, click the Made in Error checkbox. A Made in Error Justification field will appear. Enter a short description of why this site visit is being made in error.
4. Click Save. This will freeze the record and no additional updates can be made.
5. Click Close to return to the Facility License page.

Site Visit -- Webpage Dialog

eWiSACWIS TM Print Spell Check ABC Help ?

Provider
Name: [Mike Piazza \(20181\)](#) Type: Child Placing Agency Licensor: Worker Rusk

Site Visit Information
Licensor Making Site Visit: Worker Rusk [Search](#) Action: 2544 Issued ☒ Made in Error
Made in Error Justification:
Visit Date: 02/01/2013 Next Visit Date: 09/09/2013
Visit Reason(s): Other [Select](#) Next Visit Reason: Monitoring for Licensing
Monitoring Plan: Minimum
Announced: ☐
Correction Plan Received: 00/00/0000
Complaint ID(s) [Select](#) Enforcement ID(s) [Select](#)
Noncompliance Issue Date: 02/01/2013
Comments:
[More...](#) [Less...](#) [Default](#)

Rule Violation(s)
Date Correction Plan Due: 02/27/2013 ☐ Attachment
Rule Violation Code: 54.01(3) EXCEPTIONS TO RULES Occurrences: 1 Violation 1 of 3 [Delete](#)
Rule Previously Cited On: Not previously cited in the past two years
Options: [Go](#) [Save](#) [Close](#)

6. If a made in error site visit exists for this provider, a “View Made in Error” checkbox will appear on the Site Visits tab. To view the made in error site visits, click the View Made in Error checkbox.

The screenshot shows the eWiSACWIS application interface. At the top, the browser title is "Facility License - Windows Internet Explorer". The application header includes the logo "eWiSACWIS" and navigation links for Print, Spell Check, and Help. Below the header, the "Provider" section displays "Name: Mike Piazza (20181)" and "Type: Child Placing Agency". The "Licensor" is "Worker Rusk" and the "Class" is "Adoption & Foster Care".

The main content area has tabs for "Provider", "License Information", "Fees", "Site Visits", "Non-Site Visits", "Enforcements", and "Complaints". The "Site Visits" tab is active, showing a table with the following data:

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken
10/10/2013	Minimum	<input type="checkbox"/>	Technical Assistance	2544 Issued
10/23/2012	Minimum	<input type="checkbox"/>	Technical Assistance	2544 Issued
02/28/2000	Probationary	<input type="checkbox"/>	Complaint Unlicensed Facility; Enforcement Action Compliance Verification; Monitoring for Licensing; Other	2544 Not Issued

At the bottom of the table, there is a checkbox labeled "View Made in Error" which is circled in red, and an "Insert" button. Below the table area are "Save" and "Close" buttons.

7. After you have selected the View Made in Error checkbox, all made in error site visits for this provider will appear.

The screenshot shows the eWiSACWIS application interface after the "View Made in Error" checkbox has been selected. The "Site Visits" tab is active, and the table now includes an additional row:

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken	
10/10/2013	Minimum	<input type="checkbox"/>	Technical Assistance	2544 Issued	
02/01/2013	Minimum	<input type="checkbox"/>	Other	2544 Issued	Made in Error
10/23/2012	Minimum	<input type="checkbox"/>	Technical Assistance	2544 Issued	
02/28/2000	Probationary	<input type="checkbox"/>	Complaint Unlicensed Facility; Enforcement Action Compliance Verification; Monitoring for Licensing; Other	2544 Not Issued	

The "View Made in Error" checkbox at the bottom is now checked and circled in red. The text "Made in Error" in the new row is also circled in red. The "Insert", "Save", and "Close" buttons remain at the bottom.